

## **2003 PROCEDURES FOR VACATION (ABANDONMENT) OF ROADS**

1. **Pre-App Meeting:** Preliminary request for vacation plus map and purpose, together with check for \$ 50.00 payable to Public Works(considered a Feasibility Request) triggers mandatory pre-application review; monthly meeting to be scheduled.
2. **Applicant submits formal application** to Planning Department (complete application, payment of fee, and sign agreement acknowledging real-time billing for Public Works involvement).
3. **Planning makes file**, referrals get sent out and personnel assigned for conformity report preparation, to be submitted to Planning Commission. Various affected agencies contacted by Planning and Public Works.
4. **If recommendation that vacation is in conformance**, file goes to Public Works for process of utility notification, environmental determination, preparation of resolutions.
5. **Resolution of Intention to Vacate** presented to Board, along with formal NOTICE to be posted and published indicating the public hearing date and time and place for consideration. (6 weeks from here to formal hearing). Board approves conformity report from the Planning Department.
6. **Formal public hearing before the Board of Supervisors.** Findings in fact presented at the hearing; presentation of Resolution to Vacate to Board and formal adoption of resolution.
7. **Recording of Resolution completes the process.**

**(Estimated costs \$ 900; estimated time: 6 to 12 months)**